Directions for Rhode Island Department of Elementary and Secondary Education Professional Development Web Site

Step One: Register as a Vendor

➢ This step only needs to occur once.

➢ Complete the top portion. Use the pull down menu to select your school or district

➢ Click Continue

➢ Complete the bottom section.   You will notice that the fields are pre-filled. Please check them for accuracy.   You may change the coordinator or any other field that was pre-filled.

➢ Your password must contain letters and numbers and be at least 8 characters in length

➢ If you get the following error message:

➢ Type	➢ Number	➢ Description
➢ Error	➢ DBVal-00019	➢ Unique key violation. (Table: PDV_PROF_DEV_VENDOR. Constraint: PDV_UK.)
➢		

   This means that someone (possibly even yourself) has already registered using the school or district.   You should investigate to find out who has the account and then share it using the ID and password already established. If you cannot discover who registered you may email profdev@ride.ri.gov.

➢ Once you have been registered as a vendor an email will be sent to the contact listed in the vendor registration process. This will include your ID and password.

Step Two: Returning Vendors
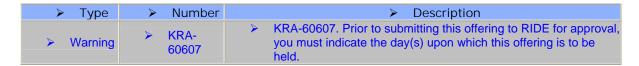
➢ On the entrance screen click "Login Returning Vendors"

➢ Enter your ID (the number found in your email) and your password (also found in your email)

➢ Click "Professional Development Vendor"

➢ From here you can
  o Go to your profile and change any information
  o Go to the public access site and search all professional development in Rhode Island
  o Email the coordinator of the PD system
  o Add/maintain a PD offering

Adding an PD offering for approval or checking on your PD offerings pending, in process or completed

➢ Click Add/maintain a PD offering

➢ Here you may search by any criteria you choose from the pull down menu.
                          OR
➢ You can click "Add offering" to begin the process

Inputting an Offering

➢ Because professional development is monitored in various ways and districts/schools complete comprehensive planning processes we require only an abbreviated application for professional development approval. The following fields are **the only ones required** to complete. You may complete more fields, but they are not required for approval:

  o Instructor
  o Title of Activity
  o High Quality Indication
  o Funding Source
  o Number of Estimated Participants
  o At least one (but you can fill in all) subject fields

➢ After you have completed the above 6 fields you must scroll down and press "save". You will see the following message:

➢ Type	➢ Number	➢ Description
➢ Warning	➢ KRA-60607	➢ KRA-60607. Prior to submitting this offering to RIDE for approval, you must indicate the day(s) upon which this offering is to be held.

➢ You press OK and return to the screen to add the dates of the activity (remember to follow the format detailed on the left)***

*** *You can only put whole hours in for contact hours. If you have multiple dates that include partial hours, you can manipulate the times to come to a total that equals the actual amount of hours. If you have open dates, simply put in projected dates making sure to have the total amount of contact hours included. The dates are not as important as the amount of contact hours. That is what needs to remain accurate.*

➢ After completing the dates you scroll down to "save" and click that button

➢ Then, you should submit the offering by clicking "submit"

➢ You will notice that you receive automatic approval. You should receive an email with the code and all the necessary paperwork

➢ IF YOUR OFFERING IS OPEN TO ALL EDUCATORS: you must complete the entire process. Directions can be found at: http://www.ridoe.net/Certification_PD/prodev/Default.htm

Step Three: Adding Participants

➢ AFTER the approved professional development experience is complete you need to go back into the system to add participants

➢ Go to the Add/Maintain PD Offering Page

➢ Search by approved PD offerings

➢ Click on "Participant List" hyperlink for the appropriate professional development offering

➢ There will be no participants listed at this time
   o You need to Add participant

➢ Use the search criteria to add a participant

➢ Click "Find Certified RI Teacher"
      ▪ The most efficient way is using the applicant ID- with the applicant ID you do not need to fill in any other field

➢ Choose the correct educator

➢ Check the box

➢ Click "Add Checked Teachers"

- Continue to search

- You will find the teachers you did not use remain on the search page. Simply ignore them. Only those that are checked off are added to your list

- If you can not find the person through a search and/or the person is not certified click "Add Non-RI-Certified Teacher"

- Complete the information

- Click Save and Add Another

- Click Return to Adding Participants upon completion

- Once you have completed adding teacher's names, return to the Participant List

- The system defaults to the actual number of hours for each educator entered assuming that the participant participated fully in the offering

- If the educator did not participate fully and you need to modify the amount of hours he/she participated in, click on the person's name from the Participant List

- Change the amount of hours manually

- Click Save